



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: November 12, 2025

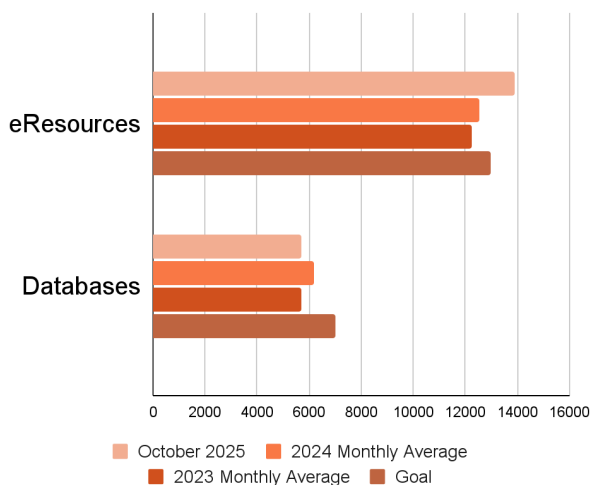
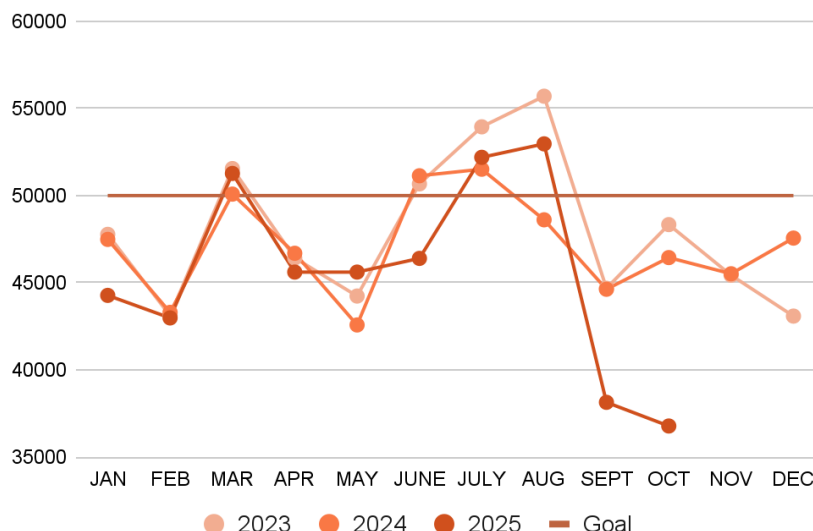
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Physical circulation stayed low, due to the lower level closure through 10/13		Self-Check reinstallation, MeL connectivity issues	
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Participation shot back up to strong levels across all areas measured		Renovation updates and inspections completed	
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Pumpkin Palooza, the launch of <i>The Plymouth Express</i> , and community outreach opportunities		Lots of staff anniversaries and two new hires	

CIRCULATION

PHYSICAL COLLECTIONS

Circulation stayed significantly lower than expected, due to the closure of the youth collections until October 13. This also caused our collection utilization to remain flat at 11%.



DIGITAL COLLECTIONS

eResources decreased back to normal levels. Database usage increased back to normal levels, likely alluding to the number of patrons who use databases in our building or staff who use databases during reference transactions with the public.

We are at a combined circulation of 657k, which is 94% of our monthly KPI.

Our collection size is 158,824 with 2,337 new items added this month and 3,219 withdrawn.

OCTOBER'S MOST POPULAR TITLES

We Are All Guilty Here by Karen Slaughter

My Friends by Fredrik Backman

The Academy, by Elin Hilderbrand

Atmosphere: a Love Story by Taylor Jenkins Reed

The Secret of Secrets by Dan Brown

PARTICIPATION



Patrons enjoy *Monster Mac & Cheese* (Above). A toddler enjoys open play with the *Big Blue Blocks* (Below).

PROGRAM HIGHLIGHTS

- *Supersize Storytimes* remain a popular event for young families, with over 200 participants served during October.
- PDL staff collaborated with Canton Public Library on a Diwali program series. The event held at PDL was well attended by an intergenerational crowd.
- Our adult librarians brought in several popular presenters this month on topics ranging from the Edmund Fitzgerald (87 attendees), to Detroit's Sister Pie (82 attendees), to the Wilcox House (86 attendees).
- Spice Club participants rated Star Anise as their favorite spice they've explored so far.

↑15,862

Library Visits

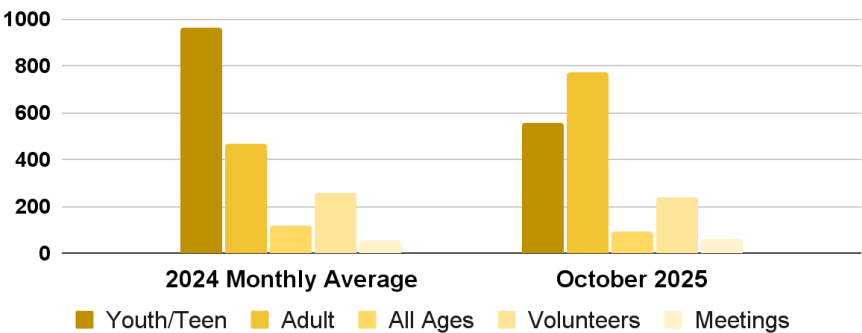
↑3,790

Questions Answered

↑81

Total Programs

Participation across all areas jumped significantly as we reopened for full services in October.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Pumpkin Palooza

This event continues to be one of the most popular community events of the year. Staff and volunteers interacted with over 2000 people at our station.

Community Newspaper Launches

Library staff supported the newly formed Community Journalism Club to publish their first print newspaper for the community. Public response has been overwhelmingly positive. We've given away about 800 print copies at the library and recruited 118 digital subscriptions and 3 print subscriptions in about two weeks. The club will publish another issue in November then reconvene for a January issue after the holidays.

Community Outreach

PDL staff gave a presentation at a Plymouth PFLAG meeting. Staff also hosted a tour for PARClife, a group for young adults with disabilities, to learn about jobs at the library.

MARKETING DATA

eNewsletters	105,002 sent (42.5% open rate)
Top Links Clicked	Monthly event calendar & surplus sales page
New Cardholders	134
Social Media Reach	37,891
Engagements	2,043
New Followers	24



Liked by [jamiemariemorse](#) and [others](#)
[plymouthdistrictlibrary](#) "I'm so glad I live in a world where there are Octobers."
- Anne of Green Gables by L.M. Montgomery
October 29

TECHNOLOGY

SPECIAL PROJECTS

Maker Equipment Now Available to the Public

The Technology Commons is now fully open for business. Staff across the library have received training on how to operate the basic functionality of each piece of equipment, and members of the public can use the machines for personal projects after signing a newly implemented waiver at the behest of our attorney. The space is getting a lot of use!

Self Check Reinstallation

There were issues with our new self-checks when moved after our building closure. We brought back service technicians to help troubleshoot and make the right updates to our infrastructure to put the machines back in working order.

MeLCat Connectivity Issues

We have been working closely with Equinix to troubleshoot ongoing connectivity issues with the MeLCat system. Ultimately, we found the issue to be on MeL's side of things, but we are low in the queue to get the problem resolved. Staff are working tirelessly in the background to keep the system as functional as possible for the public while we wait for the update with MeL.

↑13,981

WiFi Sessions

↑1,283

Computer Sessions

↑314,849

Website Hits

↓11,753

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 134 work orders this month (42 of which are still open). Support was regularly requested this month related to building repair issues or extra cleaning needed outside of regular maintenance schedules.

Recycling Expansion

PDL partnered with the City of Plymouth to refresh and expand our recycling bin capacity, increasing from 14 to 20 carts weekly in support of our continued commitment to sustainable practices.

Inspections Passed

PDL passed our annual inspection of emergency fire suppression. All systems were found to be in proper working order, and no deficiencies or issues requiring corrective action were noted.

Building Renovations

Construction began on the Lower Level playscape. Crews are removing the current ceiling grid and lighting and connecting the current acoustic clouds to the ML deck. Once that is completed, some minor work updating the fire suppression system will be done and the ceiling will be painted to look like the night sky.

We continue to troubleshoot lighting levels to maximize visibility in darker corners and will be working with designers to layer on additional lighting, particularly in the lobby and reading parlor.

PERSONNEL

Open Positions

Library Page

New Hires

Emily Eisen	Starting 12/1	Communication Specialist
Megan Wolan	Starting 12/1	Visual Design Specialist

Promotions

None

Terminations, Retirements, Resignations

None

Employee Anniversaries

Michelle Berens	11/1	3 years	Reference Assistant
Mary Kelly	11/2	16 years	Technical Services Coordinator
Katy Kramp	11/4	23 years	Adult Librarian
Lisa LeBlanc	11/4	12 years	Page
Sanita Maxwell	11/4	1 year	Clerk
Sara Stoloff	11/5	1 year	Technology Assistant
Dorothy Mulroy	11/26	24 years	Page

October FTE Count: 43.7